

DIVISION OF FACILITIES
REQUEST FOR USE OF UNIVERSITY BUILDINGS AND GROUNDS

Please type or print clearly in ink. See instructions/policies on reverse side.

Name of Group or Department Tau Beta Pi

Requester Julia Keen Dept & Bldg or Address ARE/CNS, Seaton Hall Phone [REDACTED]

Department Head _____ Dept & Bldg _____ Phone _____

Faculty Advisor Julia Keen / Larry Sattler Dept & Bldg ARE/CNS, Seaton Hall Phone [REDACTED]

Building/Room/Area Requested	Dates	Time
<u>Engineering Complex Court yard</u>	<u>May 4, 2010</u>	<u>7:30</u> a.m./p.m. to <u>4:00</u> a.m./p.m.
<u>Engineering Atrium (in case of rain)</u>	<u>May 4, 2010</u>	<u>7:30</u> a.m./p.m. to <u>4:00</u> a.m./p.m.
		a.m./p.m. to a.m./p.m.

Is this room department space? Yes ☐ No ☒ Is this a technology classroom? Yes ☐ No ☒ Is use of technology equipment required? Yes ☐ No ☒
(General Use Classrooms are to remain unlocked at all times. If your room is locked, contact the KSU Police Department, 532-6412. The KSU Police Department is **NOT** responsible for unlocking department space doors.)

FUNCTION/ACTIVITY DESCRIPTION (Describe in detail, using attachments if necessary.): College of engineering fund raising yard sale

STANDING BUILDING ORDER: Please give specific instructions for unlocking/locking buildings for student access. On lines above, list each day of the week the order is to be in effect and time for each day. (Requests must be renewed each semester.)

Starting Date: _____ Ending Date: _____ Specific Door(s): _____

Will order remain in effect during holidays? Yes ☐ No ☒ If no, give specific dates surrounding all holidays for the postponement and reinstatement of the request: _____

GENERAL INFORMATION (does not need to be completed for Standing Building Orders):

Expected Attendance unknown Open to non-campus public? Yes ☒ No ☐ Is activity for credit? Yes ☐ No ☒

Admissions Charge/Collection of Money/Sale of Goods? Yes ☒ No ☐ (Attach a copy of Fund Raising Permit obtained from Office of Student Activities and Services (OSAS), K-State Student Union.)

Will food be served Yes ☐ No ☒ (Attach a copy of menu) Organization preparing food: _____

SERVICES REQUESTED: _____

Security, traffic, parking, or barricade requests: _____

AN INTREDEPARTMENT REQUISITION **MUST** ACCOMPANY THIS REQUEST FORM FOR THE FOLLOWING SERVICES:

Electrical/PA System: _____ Trash Barrels: _____

Tables and Chairs: _____ Custodial/Clean up: _____

Set Up/Tear Down: _____ Other: _____

I understand that requests are not approved unless signed by the Associate Vice President of Facilities.

I understand that all requests are approved in accordance with University regulations regarding use of KSU facilities and are subject to cancellation if conditions make it necessary. I understand that faculty advisors, sponsoring departments, and/or requesting groups will be responsible for their group's activities and conduct during the function and may be required to pay for repair or replacement of damaged areas or items. I understand that prompt payment of expenses incurred is the responsibility of the sponsoring entity. Abuse of these regulations may result in restricted or withdrawn privileges.

SIGNED: [REDACTED] 4/19/10 SIGNED: [REDACTED] 4-19-10
Date Date

APPROVE _____ APPROVE _____

Yes/No: _____ Environmental Health and Safety Date _____ Yes/No: _____ Weber/Military Science 8/Other Date _____

Yes/No: _____ KSU Police Department Date _____ Yes/No: _____ Athletics Department Date _____

Yes/No: _____ Facilities Services-Grounds Date _____ Yes/No: _____ Parking Services Date _____

USE AGREEMENTS-SPECIAL NOTATIONS: _____

APPROVED/DENIED: _____
Associate Vice President, Division of Facilities Date